

# Privacy Policy for Mail Drafter

Last modified on March 19, 2018.

## Google's Approval

The whole purpose of Mail Drafter (the webapp) is to provide some cool features that enhance your use of Gmail(™) and Inbox for Gmail(™). In order to provide that new functionality the webapp needs to be able to access your data that resides in Google's Cloud. To protect their users, Google mandate that publicly available apps that need access to certain user data must first be approved by them. This document describes, in unambiguous terms, the manner in which We access, use, and store, your data - it is an important part of Google's approval process.

We at Bianca's House P/L ("We", "Us") take your privacy very seriously. As you use our webapp named "mail drafter", we want you to be clear how we're using your information.

This Privacy Policy document explains:

- What information we collect and why we collect it.
- How we use that information.
- That we do not, and never will, share your data.

We've tried to keep this document as simple as possible, but if you're not familiar with terms like cookies, IP addresses, pixel tags and browsers, then please refer to the appendix pages at the end of this document. Your privacy matters to Us, and this app has been designed with that as an absolute priority during its entire design and development and continuing through delivery. If you have any questions [contact us](#).

### **Mail Drafter accesses your Gmail data on your behalf**

It allows you to view your most recent *sent* and *received* emails, and also your 'drafts'. It lets you edit existing emails in order to create new drafts, or you can create new drafts from scratch. You are also able to move emails and drafts to your Gmail *trash* folder.

### **Mail Drafter accesses your Google Drive on your behalf**

It allows you to view the contents of your Google Drive for the purpose of adding your pictures and files to your email drafts. As you upload new images and files from your devices and computers, they appear immediately in your Drive folder structure. It also provide a cool feature where you can upload images to any folder on your Drive, and annotate, crop, resize them all in a single operation. You can also create new drive folders.

### **Mail Drafter accesses your Google Contacts on your behalf**

It provides you with an auto-complete function when you are typing a recipient for a send operation. It also has a neat feature where, if you have created groups in Gmail (using

labels), you are presented with group buttons that auto-fill the individual email addresses for you.

For convenience, you are able to create new contacts, and move contacts into contact groups.

If you want to learn about ways in which you can protect your Google account, please refer to [Google Privacy & Terms](#).

## We have a great Privacy story to tell

This webapp comprises client-side and server-side code. It is built using Google technology. The client code (that runs in your browser on your device or desktop computer), and the server-side code has been developed using the Google Web Toolkit and Google client java libraries. It is hosted in Google's Cloud infrastructure, and our server code runs in Google Appengine. No data resides anywhere else.

We do not reinvent the wheel when it comes to authentication. To use the webapp there is no need to register with us - we simply ask Google to verify your identity and issue us with a secure token that will enable us to access your data.

Before Google actually issue that token, they ask you for permission. Later in this document you will see the permissions page they you will be presented with.

Your data is accessed only via Google APIs, where every single access, whether client or server, must use that token. Tokens expire after 60 minutes. The webapp will refresh them token periodically on your behalf while you are using it.

Only you have access to your data by you signing into your Google account. We do not have any access to your Google account or password.

Your email data and your pictures and other files that reside in your Google Drive storage is protected by Google. When we access your data, it is only to present it to you in your device (mobile or desktop), to allow you to modify email drafts, or to create new emails. Your data is only ever stored in your own Google storage. We do not copy it, share it or use it in any way.

The webapp lets you open an email or create a new draft. If you choose to save any changes they will be saved to your Gmail drafts folder.

The webapp allows you to save emails as templates. These are stored in your Google Drive as normal html files.

The webapp allows you to copy images and files onto a 'visual clipboard'. All items in your clipboard are stored in your Google Drive as normal html files.

The webapp sends your emails using SendGrid. They are the world's largest cloud-based email platform for delivering email, and recommended by Google. You can read their [Privacy](#) and [Security](#) pages.

Everything you do is performed on your device, and all changes saved into your Gmail storage or your Google Drive folder structure. No data is stored anywhere else. It's your data, protected by your Google account credentials. The app only has access to your data when you are signed in on your device.

## Information you give us.

We don't require you to provide any information about yourself; we simply rely on Google to authenticate your identity: You must be a Gmail user to use the webapp's functionality.

## Information we get from your use of our services.

### Visitor Profile

We collect the following information that Google provides about you when you have signed in using the Google sign-in page:

- Your Google user id
- Your gmail address
- Your name
- Your picture (if you uploaded an image to your Google account)
- A secure token, which expires after 60 minutes, which must be passed to Google whenever the webapp accesses your data in Google's Cloud infrastructure.

NOTE - the webapp never 'sees' a user's password. That is between you and Google.

We associate your Google Id with your Mail Drafter profile record.

We store your Google id, name, and optional picture in our datastore. Our servers and datastore are hosted exclusively on Google's Cloud infrastructure. That datastore is effectively the webapp's profile database. While you are using the webapp (signed in), other information we capture on your behalf may get added to your profile record or stored in your device:

- Records of when a sent email has been opened by its recipient are stored in your profile record. [not any part of the email itself].
- When you are shown help screens and you click 'Got it', each one is 'remembered' in your browser's HTML5 local storage.

# We access your data on your behalf

The data that we access on your behalf all resides in Google's Cloud. When you sign in, Google will ask you to give permissions that will allow such access. Specifically, we access on your behalf:

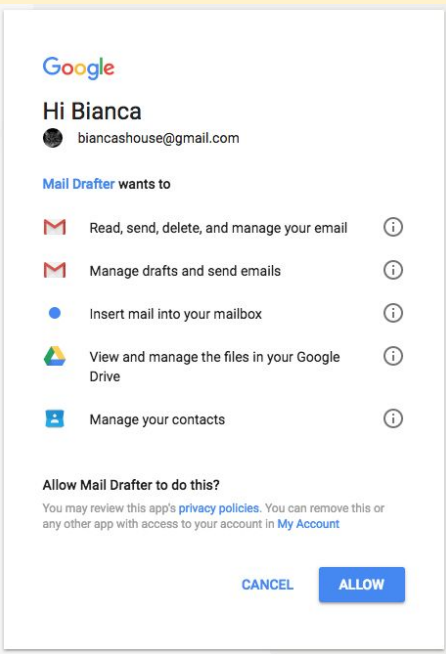
- Your complete Google Drive folder structure and files
- Your Gmail drafts and emails (sent and received)

The webapp presents a typical mail application user interface to a sign-in user:

- The user can see a list of email drafts in their Gmail Drafts folder.
- The user can see a list of emails in their Gmail Sent folder.
- The user can see a list of emails in their Gmail Inbox folder.

Drafts and emails can be edited and sent via email or saved back into your Gmail storage, but such data is never stored in our own storage; i.e. all your data resides only in your own Google Cloud storage, secured by your own Google account.

Before you can access your data using the webapp, we redirect you to a Google sign-in page. Once they have verified your identity (via your password, or 2-step verification, etc) Google will ask you to give Mail Drafter permission to access your Google data. You will see the following page:

 <p>The screenshot shows a Google permission dialog for the 'Mail Drafter' app. At the top, it says 'Hi Bianca' and 'biancashouse@gmail.com'. Below that, it lists the permissions the app wants: 'Read, send, delete, and manage your email', 'Manage drafts and send emails', 'Insert mail into your mailbox', 'View and manage the files in your Google Drive', and 'Manage your contacts'. At the bottom, there are 'CANCEL' and 'ALLOW' buttons.</p>	<ol style="list-style-type: none"><li>1. The webapp shows you listings of your email drafts, and emails that you have sent and received.</li><li>2. The webapp lets you create new drafts and send emails to recipients.</li><li>3. The webapp lets you send emails to yourself for preview (they get inserted directly into your Sent folder without being sent via email).</li><li>4. The webapp lets you upload images and files into your Google Drive, and create new folders, as well as picking images and files to include in new emails. NOTE - you can see all your existing files on your Drive in addition to the ones you upload using this webapp.</li><li>5. When you are specifying recipients to send an email to, we can show you your contacts (email addresses) and contact groups, and let you create new ones.</li></ol>
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## Log information

When you use the webapp, Google automatically, on behalf of the webapp, collects and store certain information in [server logs](#). The mechanism is Google Analytics.

## How we use information we collect

We don't share any information with any other entity. We do use Google Analytics reporting to help us monitor server performance in order to ensure our users enjoy a responsive, fast service.

## Browser web storage

Browser web storage enables websites to store data in a browser on a device. When used in "local storage" mode, it enables data to be stored across sessions (for example, so that the data are retrievable even after the browser has been closed and reopened). One technology that facilitates web storage is HTML 5.

### Cookies and similar technologies

A cookie is a small file containing a string of characters that is sent to your computer when you visit a website. When you visit the website again, the cookie allows that site to recognize your browser. Cookies may store user preferences and other information. You can reset your browser to refuse all cookies or to indicate when a cookie is being sent. However, some website features or services may not function properly without cookies. Other technologies are used for similar purposes as a cookie on other platforms where cookies are not available or applicable, such as the Advertising ID available on Android mobile devices.

### Device

A device is a computer that can be used to access Google services. For example, a device could be a desktop, tablet or smartphone.

### Google Account

You may access some of our services by signing up for a [Google Account](#) and providing us with some personal information (typically your name, email address and a password). This account information will be used to authenticate you when you access Google services and protect your account from unauthorized access by others. You can edit or terminate your account at any time through your Google Account settings.

## HTTP Referrer

An HTTP Referrer is information transmitted to a destination webpage by a web browser, typically when you click a link to that webpage. The HTTP Referrer contains the URL of the last webpage the browser visited.

### IP address

Every device connected to the Internet is assigned a number known as an Internet protocol (IP) address. These numbers are usually assigned in geographic blocks. An IP address can often be used to identify the location from which a device is connecting to the Internet.

### Non-personally identifiable information

This is information that is recorded about users so that it no longer reflects or references an individually identifiable user.

### Personal information

This is information which you provide to us which personally identifies you, such as your name, email address or billing information, or other data which can be reasonably linked to such information by Google, such as information we associate with your Google account.

## Pixel tag

A pixel tag is a type of technology placed on a website or within the body of an email for the purpose of tracking activity on websites, or when emails are opened or accessed, and is often used in combination with cookies.

Sensitive personal information

This is a particular category of personal information relating to confidential medical facts, racial or ethnic origins, political or religious beliefs or sexuality.

## Server logs

Like most websites, our servers automatically record the page requests made when you visit our sites. These “server logs” typically include your web request, Internet Protocol address, browser type, browser language, the date and time of your request and one or more cookies that may uniquely identify your browser.

Here is an example of a typical log entry where the search is for “cars”, followed by a breakdown of its parts:

```
123.45.67.89 - 25/Mar/2003 10:15:32 -  
http://www.google.com/search?q=cars -  
Firefox 1.0.7; Windows NT 5.1 -  
740674ce2123e969
```

- 123.45.67.89 is the Internet Protocol address assigned to the user by the user’s ISP; depending on the user’s service, a different address may be assigned to the user by their service provider each time they connect to the Internet;
- 25/Mar/2003 10:15:32 is the date and time of the query;
- <http://www.google.com/search?q=cars> is the requested URL, including the search query;
- Firefox 1.0.7; Windows NT 5.1 is the browser and operating system being used; and
- 740674ce2123a969 is the unique cookie ID assigned to this particular computer the first time it visited Google. (Cookies can be deleted by users. If the user has deleted the cookie from the computer since the last time s/he visited Google, then it will be the unique cookie ID assigned to the user the next time s/he visits Google from that particular computer).

## Unique device identifier

A unique device identifier (sometimes called a universally unique ID or UUID) is a string of characters that is incorporated into a device by its manufacturer and can be used to uniquely identify that device (for example an IMEI-number of a mobile phone). Different device identifiers vary in how permanent they are, whether they can be reset by users, and how they can be accessed. A given device may have several different unique device identifiers.

Unique device identifiers can be used for various purposes, including security and fraud detection, syncing services such as a user's email inbox, remembering the user's preferences and providing relevant advertising.

## Webapp

A web application (webapp for short) is a computer program that utilizes web browsers and web technology to perform tasks over the Internet. Web applications are usually coded in browser-supported language such as JavaScript and HTML as these languages rely on the browser to render the program executable.

A typical webapp, such as Mail Drafter, performs most of its processing on the client device (desktop or mobile), but also use a web server to store data in a database or datastore.